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NEIGHBORHOOD AND BUSINESS
IMPROVEMENT DISTRICT DIVISION
200 N. SPRING STREET, ROOM 224
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MIRANDA PASTER
DIVISION MANAGER

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Donald Duckworth, Executive Director
Melrose Business Improvement Association
1934 Wilson Avenue
Arcadia, California 91006

Re: Reminder for 2016 Annual Planning Report – Melrose Property-based District

Dear Mr. Duckworth,

This letter serves as a reminder that the 2016 fiscal year Annual Planning Report is **requested by November 1, 2015**. This report is a requirement of your contract with the City of Los Angeles and the California State Streets and Highways Code, Section 36650.

Attached to this letter is a 2016 Annual Planning Report template specifically created for your BID which meets all of the State Law and City requirements. The template uses the 2016 projected budget from your BID's approved Management District Plan. For your convenience, an editable MS Word version will be emailed to you to incorporate the appropriate information as approved by your Board for 2016 including: 1) proposed changes to the boundaries and/or benefit zones, 2) proposed improvements and activities, 3) estimated cost of the programs and services, 4) method and basis of levying the assessments, 5) amount of surplus revenues from previous BID years and its planned expenditure, 6) amount of anticipated contributions, and 7) approval date of the 2016 budget/report by the Board.

Please note that the 2016 Annual Planning Report *must* be approved by City Council pursuant to State Law. If the 2016 Annual Planning Report requires revisions to meet State Law requirements and those revisions are not received in a timely manner, pending disbursements of District revenues may be withheld for non-compliance.

If you have any questions regarding your 2016 Annual Planning Report, please contact your assigned B.I.D. Analyst, Eugene Van Cise, at (213) 978-1315.

Sincerely,

Miranda Paster, Division Manager
Neighborhood and Business Improvement District Division
Office of the City Clerk

Attachment

MCP:RMH:ev

cc: Denis Weintraub, President, Melrose Business Improvement Association
Honorable Paul Koretz, Councilmember, Council District 5